



Note: Lender should only use one type of transaction and one type of loan program per form.

Section A: Lender Information

- Lender’s name — The name of the lender submitting the manifest.
- Lender’s ID — The lender identification number assigned to the lender by USDE.
- Date — The date the lender is completing the manifest form.
- Loan type — The program type of the loan accounts submitted in this batch manifest. **Only one program type may be reported per form.**

Section B: Loan Detail Transactions

Column 1— Transaction Codes
Transaction codes are used to report the status of the borrower’s loan(s). **Only one type of transaction may be reported per form.** Each transaction requires the completion of the following items:

CODE	TRANSACTION	COLUMNS TO COMPLETE
C	Conversion	1-5, 10, 11 + 12 for PLUS loans
E	Extension/Deferment	1-11 + 12 for PLUS loans
R	Preclaim Cancellation	1-5, 8 + 12 for PLUS loans
P	Paid-in-full	1-5, 8 + 12 for PLUS loans
X	Cancellation/All	1-5 + 12 for PLUS loans

Column 2 — Borrower’s Social Security Number
The Social Security number of the borrower.

Column 3 — Loan Identification Number (LID#)
The loan identification number assigned to the loan being manifested.

Column 4 — Disbursement Amount or Refund Amount
The disbursment ID assigned to that specific disbursement segment. 1 = first disb., 2 = second disb., 3 = third disb., and 4 = fourth disb. If entire loan needs to be canceled, indicate an "A" for all.

Column 5 — Deferment Start Date
The date the deferment period begins. This is only required when submitting an extension/deferment transaction.

Column 6 — Deferment End Date
The date the deferment period ends. This is only required when submitting an extension/deferment transaction.

Column 7 — Reason Code
The reason code defines the transactions requested. For each transaction requested use the following reason codes:

Extension/Deferment	Reason Code:
	AC ACTION Program
	AP Armed Forces or PHS
	EH Economic Hardship
	FB Forbearance
	FT Full Time Student
	GF Graduate Fellowship
	HT Half Time Student
	IR Internship/Residency
	NO NOAA
	PC Peace Corps
	PL Parental Leave
	PP Parent PLUS Borrower (Parent in-school)
	TD Temporary Disability
	RT Rehabilitation Training
	TE Tax Exempt Organization

Extensions/Deferment (continued)	TS	Teacher Shortage
	UE	Unemployment < 3 years
	UN	Unemployment < 2 years
	WM	Working Mother
Paid-in-Full	Space	The borrower fulfilled obligation
	20	Loan paid off due to consolidation
Preclaim Cancellation	01	Payments are made by borrower
	02	Still in school, graduation date changed
	03	Still in school, in-school deferment used
	04	Unemployment deferment used
	05	Other deferment used
	06	Forbearance on loan
	07	Bankruptcy
	08	Death or permanent disability
	09	Other

Column 8: Enrollment Date
When reporting an extension transaction and the reason code is “HT” or “FT”, indicate the date the enrollment status was certified. If reason code is other than “HT” or “FT”, this field is not required.

Column 9: Repayment Start Date or Graduation Date
When reporting a conversion transaction, the repayment start date is the date the loan repayment will begin. When reporting an extension transaction and if the reason code is “HT” or “FT”, the graduation date is the date the borrower is expected to graduate. The graduation date is an optional field and may **only** be reported with deferment transaction with “HT” or “FT”, reason codes. Indicate the month, day, and year.

Column 10: Maturity Date or Current School Code
When reporting a conversion transaction, the maturity date is the date of the final payment of the loan. If reporting a refund or extension transaction, the current school code is the eight digit code assigned to the school, that the borrower is attending, by the USDE.

Column 11: Stafford Code
When requesting a cancellation on a Stafford loan, this code identifies whether the subsidized, unsubsidized, or both portions of a Stafford loan are to be canceled. For each transaction requested, use the following codes:

A	Cancel subsidized and unsubsidized portions (guaranteed under same FAPS loan ID number)
S	Cancel subsidized only
U	Cancel unsubsidized only